



# **PARKSIDE MIDDLE SCHOOL SCHOOL ADMISSIONS POLICY**

**Dated: September 2024**

**Review date: September 2025**

**Headteacher.....**

**Chair of Governors.....**



## **Parkside Middle School School Admissions Policy**

### **Admissions**

The planned admission limit for Year 5 in September 2025 is 150 pupils, and children are admitted to the school in accordance with Worcestershire Admissions Policy.

### **Worcestershire Admissions Policy**

#### **Introduction**

Local Authorities are required, to operate a co-ordinated admissions scheme for First, Primary & Middle Schools. Under the scheme, LA's are required to coordinate with neighbouring authorities, and all admission authorities within their area to ensure that **only one offer of a school place** is awarded to pupils. The Scheme outlined below applies to the academic year 2025/2026 and is similar to the scheme implemented for the last few academic years for Secondary Schools.

#### **The Application Process**

**ALL** pupils, **who reside within Worcestershire**, who wish to apply to any First, Primary or Middle School, including **any** school outside the county of Worcestershire, are required to complete an application.

This also means that any pupil, **who does not reside within Worcestershire**, but wishes to apply for a place at a Worcestershire school must complete **an application provided by their "home" LA**. (*The "home" LA is defined as the Local Authority relevant to the child's home address*). The "home" LA will ensure the application details are passed on to this authority for consideration in the allocation of school places. (See timetable for dates.)

When all applications have been considered, in conjunction with neighbouring LA's and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a **single** school place will be made by the "home" LA, on behalf of the relevant admission authority. (See timetable for dates.)

**Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application.**

Please make contact with the Admissions Teams of any of the relevant LAs, if further information is required. Address and telephone numbers of all neighbouring LA's can be found in the Information for Parents Book.

## The Application and Closing Date

Parents are invited to state three preferences, and parents are also able to state the reasons, for their preference. All preferences are to be **treated as equal initially** and sent out to other admission authorities (i.e. Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs) if appropriate, for consideration.

The closing date for the receipt of applications will be **15<sup>th</sup> January 2025**. Parents must apply online by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).

If you do not have access to the internet Application Forms are available from the School, Local Worcestershire Hub or by request on Tel no: 01905 822700

## Dates decisions are made

On 16<sup>th</sup> April 2025, an offer of a school place will be made by Worcestershire LA, on behalf of the relevant admission authority, in the case of Worcestershire residents (even if the placement is for an Academy, Foundation, Free and Voluntary Aided School or a school in a neighbouring LA). **For families residing outside Worcestershire, who have applied for a place in a Worcestershire school, the offer letter will be sent by the “home” LA.**

The **single** offer will normally be the highest ranked school on the application form, at which a potential offer could be made

In the few cases, where it may not be possible to offer a place at any of the three preferences stated on the application, and the parent is a Worcestershire resident, a place will be offered at the catchment area school (if places are available), or after consultation with other relevant admission authorities, the nearest available school with places, which includes Academies, Foundation, Free and Voluntary Aided Schools.

## Late Applications

Between 15<sup>th</sup> January 2025 and 28<sup>th</sup> February 2025, it is likely that a number of late applications will be received. The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within this timeframe, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents Book);
- b) where it is agreed by School Admissions, that individual circumstances apply, and the delay was reasonable given the circumstances of the case.

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after 28<sup>th</sup> February 2025, late applications (including late changes to on time applications) will receive a lower priority and will only be considered after the applications received (or deemed to be) on time.

All applications received after 28<sup>th</sup> February 2025 for the intake year, must be sent to Worcestershire LA, and will be processed as soon as possible. An offer, or refusal of a school place, will be given by Worcestershire LA, on behalf of the relevant admission authority.

## **Waiting Lists**

Waiting lists for Community and Voluntary Controlled Schools, are maintained by the School Admissions Section, and parents need to apply, in order to be included. These waiting lists will be maintained until the 31<sup>st</sup> December 2025. Parents will need to reapply at the start of each term if they wish to be included on the new waiting list for the following term.

## **Fair Access Protocol**

As part of the [Worcestershire Fair Access Protocol](#), all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

## **'In Year' transfer arrangements**

The procedure for in-year admissions for Worcestershire residents is as follows;

1. The Authority provides a common application form (CA1) for parents to apply for a place at any mainstream school in Worcestershire. Once completed this must be returned to the School Admissions Team.
2. In addition to the CA1 Form, some Voluntary Aided, Academy, Foundation or Free schools may require parents to fill in a supplementary form which may request information that allows them to apply their oversubscription criteria. If schools use a supplementary form these must be consulted on and published and also available from the Local Authority.
3. A supplementary form, where required, must be submitted with the CA1 form. It will not be regarded as a valid application unless the parent has also completed the CA1.
4. Applications from parents for schools outside Worcestershire should be made direct contact with the school or the local authority in whose area the school is located to find out how they process in-year applications.
5. Parents will be invited to state up to three preferences on the CA1 for schools in priority order and give reasons for those preferred schools. Preference order is not taken into account when applying admission criteria as the law requires all preferences to be treated equally.
6. Where a parent approaches a school directly the parent should be advised to complete a CA1 and return it to School Admissions.

Parents or carers seeking to transfer to a school need to be aware that they are responsible for ensuring their child continues to receive appropriate education in the interim.

Date of policy: September 2024

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